# Return Request Form

**Purpose:** This form is used by customers to request a return or exchange for purchased items. It facilitates clear communication between the customer and retailer regarding return reasons, preferred action, and return instructions.

## Customer Information

**Full Name:** {fullName}  
**Email:** {email}  
**Order Number:** {orderNumber}  
**Purchase Date:** {purchaseDate}

## Items to Return

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Name** | **SKU** | **Quantity** | **Reason for Return** | **Preferred Action** |
| {#items}{itemName} | {sku} | {quantity} | {reason} | {preferredAction}{/items} |

## Return Conditions

Please confirm the following conditions:

* **Item Condition:** {itemCondition}
* **Packaging Status:** {packagingStatus}

## Return Method

**Preferred Return Method:** {returnMethod}  
**Pickup Address (if applicable):** {pickupAddress}

## Additional Comments

{comments}

### Attached Photo

{%photo1}

{%photo2}

## Retailer Instructions

{#$ instructions}Return Instructions:*{instructions}*{/instructions}{#$ instructions}*No specific return instructions have been provided.*{/}